

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



January 13, 1988

ALL-COUNTY LETTER NO. 88-05

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

This is to provide time study instructions for the January - March 1988 quarter. Included are instructions related to the Refugee Demonstration Project, the Refugee Cash Assistance, Greater Avenues for Independence, Independent Living, Refugee Resettlement, and Reduced Income Supplemental Payment Programs; and, electronic data processing activities.

EMPLOYMENT SERVICES TIME STUDY (DFA 52)

Refugee Demonstration Project (RDP) and Refugee Cash Assistance (RCA) Program

As stated in All-County Letter (ACL) No. 87-92, formal conciliation procedures were implemented for RDP and RCA clients referred for good cause determinations on or after July 1, 1987. These activities are to be time studied on the Employment Services Time Study (DFA 52) as follows:

Line I: RDP - Include time spent conducting cause determinations and conciliation for RDP clients.

Line J: RCA - Include time spent conducting cause determinations and conciliation for RCA clients.

Greater Avenues for Independence (GAIN) Program

The ACL No. 86-87 advised counties of the requirement to maintain continuous time studies for all County time study staff during the start-up quarter of GAIN operations. Counties should determine the number of additional time study forms required for the three month time study. Orders for these forms should be placed with the Department of Social Services Warehouse, using Form GEN 727B, well in advance of the start-up quarter.

SOCIAL SERVICES TIME STUDY (DFA 46)

Independent Living Program (ILP)

Time study instructions for the ILP were provided to counties in ACL No. 87-161. Because of the limited duration of the ILP, the DFA 46 has not been revised to include this Program. Instead, counties that perform activities that are to be time studied to the ILP are to designate the Program on a blank line on the DFA 46.

ELIGIBILITY AND NONSERVICE TIME STUDY (DFA 43)

Refugee Resettlement Program (RRP)

As a result of the Federal funding available under the Congressional Resolution on Continuing Appropriations for Federal Fiscal Year 1988, the Federal Office of Refugee Resettlement (ORR) has informed this Department that, effective February 1, 1988, reimbursement for costs of providing assistance to refugees under the Aid to Families with Dependent Children (AFDC), RDP, Medicaid, Supplemental Security Income (SSI), Foster Care and General Assistance (GA) Programs will be limited to the first 24 months of United States (U.S.) residency, rather than the first 31 months.

Effective with the February 1988 time study month, activities for the refugee programs are to be recorded by eligibility workers and their first-line supervisors on the DFA 43 as follows:

Line L - (RRP - Medical Assistance (MA)): Charge time spent on medically needy only refugees, refugee children under 21, pregnant refugee women, and refugees residing in an intermediate care or skilled nursing facility in their first 24 months of U.S. residency and non-aided, non-linked Medically Indigent (MI) adult refugees in their first 18 months of residency.

Line M - (RRP - AFDC): Charge time spent on AFDC activities for refugees in their first 24 months of U.S. residency.

Line N - (RRP - General Relief (GR) and Non-AFDC): Charge time spent on refugees who are ineligible for AFDC during their first 18 months of residency and on refugees during their 19th through 24th month of U.S. residency who are receiving GR.

Line O - (RRP - County Medical Services Program (CMSP)): Charge time spent on adult refugees during their 19th through 24th month of U.S. residency who are non-aided, non-linked, not pregnant and not living in an intermediate care or skilled care facility.

Line R - Reduced Income Supplemental Payment (RISP): Charge time for Reduced Income Supplemental Payment activities for RRP-AFDC recipients and RDP participants in their 19th through 24th months of residency in the U.S.

Line S - RDP:

The reduction to 24 months of time eligibility also affects the eligibility of refugees participating in the RDP. All RDP eligibility determinations and grant maintenance activities are recorded to this line.

The ORR did not notify this Department of these changes in sufficient time to revise the DFA 43 for the February time study period. The DFA 43 will be revised for the May 1988 time study period to include this information.

This change does not affect the RRP - Child Welfare Services (CWS) and County Services Block Grant (CSBG), nor the RRP Unaccompanied Minors Programs.

RISP Program

Counties were advised in ACL No. 87-159 that the Hardship Supplemental Payment Program has been changed to the RISP Program. Lines Q and R on the DFA 43 have been revised to reflect, respectively, the RISP and RISP/Refugee 19-31 Months Programs. However, as explained above, effective February 1, 1988, RISP activities for time-eligible RRP-AFDC and RDP recipients are limited to the first 24 months of U.S. residency.


ALL OTHER ELECTRONIC DATA PROCESSING (EDP) AND STATEWIDE AUTOMATED WELFARE SYSTEM (SAWS) EDP TIME STUDIES (DFA 48 AND DFA 48A)

As outlined in ACLs Nos. 86-73 and 86-130, EDP development activities performed by county welfare department (CWD) non-EDP staff are to be recorded on the EDP time studies, regardless of the duration of time spent on a developmental project. All time spent by non-EDP staff on feasibility studies, development or implementation of an EDP project, should be recorded on a continuous basis throughout the entire quarter on the appropriate EDP time study; i.e., DFA 48 or DFA 48A. Counties are reminded that developmental activities begin with the EDP feasibility study and require prior approval from the Statewide Systems Program Management Bureau.

All CWD staff performing maintenance and operations activities must meet the criteria outlined in ACL 85-71 before they can time study their activities on the DFA 48 or 48A.

There are no changes to the other time study forms this quarter.

Any questions regarding this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.


ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA